ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION
Summary of Minutes
May 24, 2005

Voting Members Present:
David Felix, Deputy Director, Arizona Department of Public Safety
Ray Allen, Assistant Fire Chief, Tucson Fire Department
Amy Brooks, Captain, Apache Junction Fire Department
Hal Collett, Sheriff, La Paz County, Arizona Sheriffs
Gordon Gartner, Chief, Payson Police Department
Jan Hauk, President, Arizona Fire District Association
Tracy Montgomery, Commander, Phoenix Police Department
Kathleen Paleski, Commander, Northern Arizona University Police Department
Danny Sharp, Chief, Oro Valley Police Department
Roberto Villasenor, Assistant Chief, alternate for Richard Miranda, Chief, Tucson Police
Department
Dan Wills, Chief, Sedona Fire Department
Kenneth Witkowski, Chief, Gila River Indian Community Police Department
Dewayne Woodie, Captain, Ganado Fire District/EMS
Mike Worrell, Captain, Phoenix Fire Department

Voting Member Absent:
Lou Trammell, Deputy Director, Division of Emergency Management

PSCC Support Office Attendees:
Curt Knight, Executive Director, Public Safety Communications Commission
Kevin Rogers, Project Manager, Public Safety Communications Commission
Terry Conner, Commander, Public Safety Communications Commission
Deidra Strickland, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order and Roll Call
David A. Felix, Deputy Director, Arizona Department of Public Safety, chaired the meeting.
The meeting was called to order at 1:08 p.m. and roll call was taken.

Approval of Minutes from March 22, 2005
Motion to approve March 22, 2005 minutes was proposed by Dan Wills. No changes were made
to the minutes. Motion seconded by Hal Collett and was unanimously carried.

PSCC General Business
Curt Knight briefly touched on several subjects under this topic.

Curt Knight stated Lisa Maxie-Mullins provided written clarification to General Policies on the
commissioners staggered terms which only apply to the initial appointments. Thereafter,
commissioner terms will follow our General Policies guidelines serving three year terms. Other

changes made to General Policies were in reference to "taking a vote." Voting is taken by "viva voce" (by voice) with a yea or nay response. (Reference 7.3 of General Policies.) It was also noted that minor grammatical, punctuation corrections were made. No further comments were expressed on General Policies.

Curt Knight advised the PSCC's 2nd and 3rd quarter report to the Joint Legislative Budget Committee (JLBC) are included in commissioner's packet. Both the 2nd and 3rd quarter reports were given a favorable review; however for our 3rd quarter report, JLBC has requested PSCC establish an updated design timeline with specific goals and objectives for completion during fiscal year 2006 to be included in the next report.

Curt Knight provided a copy of letter from Major General David Rataczak, Director, Department of Emergency and Military Affairs, requesting our endorsement of their consultant's report. Curt Knight responded via letter in the affirmative to endorse their report as supported by the PSCC. (Both letters included in commissioner's packet.)

The introduction of the newest members to the PSCC staff includes Commander Terry Conner and Kevin Rogers. Terry Conner was involved with the early beginnings of Project Crystal and is now involved with the Top Officials 04 "TopOff04" project. Prior to coming to Department of Public Safety, Kevin Rogers held the position of Systems Analyst at Northern Arizona University Police Department where his efforts and responsibilities also helped support the Flagstaff Police Department and Coconino Sheriff's Office interoperability efforts.

Curt Knight asked the commissioners if the meeting materials/handouts prepared by the support office are too much duplication. Some of the information is emailed ahead of time so commissioners can review it beforehand for discussion at our meetings and then materials are provided again in your meeting packet. Several commissioners expressed they liked the information to be in front of them for the meeting. The Support Office welcomes your comments on how you would like to see materials distributed for our meetings.

Statewide Interoperability Executive Committee Update
To clarify the question that came up at our March 22 meeting regarding the SIEC's compliance to open meeting laws, Lisa Maxie-Mullins provided written clarification that the SIEC must also comply with open meeting laws. Curt Knight clarified the working groups under the SIEC are not bound by open meeting law requirements.

Curt Knight discussed the organizational chart of the SIEC as it stands today. Commissioners were asked to go back and check with those people who have participated in any one of the working groups and see if they are still interested in continuing their participation.

Curt Knight provided a handout titled "SIEC Action Items for Consideration" to our commissioners. Basically, these topics are tasks the SIEC might want to consider overseeing as they continue forward. Curt Knight stated the PSCC Support Office would offer assistance in the logistics of meetings and preparation of materials for meetings. Chairman David Felix requested Paul Wilson gather the SIEC group together for the purpose of making

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recommendations of individuals who would like to participate in one of the SIEC working groups. Paul Wilson agreed.

Bureau of Indian Affairs Initiatives in the State
(PowerPoint presentation given by Mr. Robert McNichols, Superintendent, U. S. Bureau of Indian Affairs.)

Curt Knight introduced Mr. McNichols who has served as the Superintendent for the past seven years for the Truxton Canon Agency, U. S. Bureau of Indian Affairs. His agency serves five Arizona Indian tribes: Hualapai, Havasupai, Yavapai Apache, Yavapai Prescott, and Tonto Apache tribes plus he manages lands totaling 1.2 million acres. Services and programs administered include Community and Economic Development, Tribal Government Services, Natural Resources Management, Housing, Rights Protection, Tribal Operations, Roads Construction and Maintenance, and Social Services. Mr. McNichols completed the Economic Development Institute in 1990 and received his Certified Economic Developer (CEcD) in 1992. He completed the one-year U. S. Department of Interior's Manager Development Program in Washington, D.C. in 1989. He earned an Associate Degree in Applied Science (Forestry) from Hocking Technical College in 1970 and a Bachelor's Degree in (forest) Entomology from Ohio University in 1978.

His presentation reviewed the two-way needs and interconnectivity requirements for the Truxton Canon Field Office and the five tribes they serve. The proposed design was based on the Public Safety Wireless Network (PSWN) surveys of various tribal needs (Hualapai, Havasupai, and Yavapai Apache reservations) systems and recommendations made by them. The system was intended as improved communications for all five tribes, the Bureau of Indian Affairs, with other administrative and emergency services providers, and others on an as-needed basis.

Concept of Operations Development
(PowerPoint presentation given by Steve Buckley and Mark Gilbert of Gartner on Statement of Vision and Mission, Communications Plan and Concept of Operations (ConOps) Development documents.)

Curt Knight and Steve Buckley expressed their thanks to the commissioners for adjusting their schedules to participate in interviews with Gartner in April.

Steve Buckley gave a brief summary on project status update, vision and mission document, key findings from commissioner interviews, draft conceptual model of future radio interoperability in Arizona, commissioners' prioritization exercise, and discussion of key milestones and associated timeframes. He expressed the commissioner's input was helpful in the process of developing a draft for the Concept of Operations document.

Project Status Update and Major Accomplishments to Date – Gartner, upon collaboration from commissioner's group interviews, prepared a Vision and Mission document as well as a Communications Plan for the PSCC. In addition, a one-page draft version of a conceptual model for the future state of radio interoperability in Arizona was drafted with the final ConOps document being available in the coming weeks for a mid-June completion. Gartner hopes to

complete their project by the end of June when they will conduct 3 group, public sessions before groups of our choosing, whether it is a legislative body, regional advisory council(s) and/or some other group.

Vision and Mission – Gartner recommended over the next year that we identify inventory of infrastructure/equipment to gain a fundamental understanding of existing systems today in an aggregate manner (general age (1-2 year range, 3-7 years, how many at their life cycle), how many radios (mobiles/portables) exist, how many licenses we have, etc.). Subscriber equipment is costly and it drives the size of your infrastructure.

Key Findings from Commissioner Interviews – Steve Buckley thanked the commissioners for submitting real-life stories relating to lack of interoperability. This helps illustrate what has happened in past situations so we can make it work better in the future.

In summary of key findings, the following observations were made in the group interviews:

1) Commissioners agreed the ConOps document outcome should be more of an operational, not technology-focused report.
2) There was not a clear consensus among the commissioners on having a single, integrated solution as it implies a single system, single technology and single-resource solution. Interoperability is multiple systems, and interfacing/integrating with those systems. One size does not fit all.
3) Coverage for the entire state could be done regionally and transitioned over a period of time rather than implementing statewide all at once. Coverage will vary based on prioritization decisions from agency to agency, state to local to county needs.
4) Establish/leverage working groups and subcommittees within the PSCC/SIEC to address operational policies and procedures, governance and ownership, and funding strategies.)
5) Governance and ownership rights established.
6) Funding should realize one-time and recurring costs.
7) Overcoming obstacles – funding biggest issue, loss of interest/urgency in mission, resistance to state-instructed task.
8) Operational scenarios and after-action reports were provided for inclusion in ConOps report. Steve Buckley expressed appreciation for this information. However, a 2-paragraph description of the Rodeo-Chediski incident is needed to include in the final ConOps document. Chairman David Felix advised he would look into obtaining report.
9) Level of stakeholder support has been shown by Governor's establishment of PSCC and legislative funding with momentum continuing. Steve Buckley requested quotables from Governor or other key figures for ConOps.
10) Key milestones and estimated timeframes were drafted based on input from commissioners with revisions in several milestones.

Gartner presented their one-page conceptual model diagram (operational, system and information layer) depiction of the future state of radio interoperability for Arizona. Discussion took place among commissioners on placement and naming of different layers.

Steve Buckley engaged our commissioners in a prioritization exercise requesting their input on key requirements as it relates to interoperability for the agencies they represent. The following categories depict the highest to lowest priorities as voted on by 13 commissioners.

Operational procedures and coordination – 8   Day-to-Day Operations - 1
Mutual-aid operations – 7   Statewide Roaming Coverage – 0
Infrastructure enhancement – 6   Inter-State/International Operations - 0
Training – 4   Task-Force Operations - 0
Standard-based technology – 4   Subscriber Equipment Replacement - 0
Inter-discipline operations – 3   Intra-Discipline Operations - 0
Additional spectrum/channels – 3   In-building Coverage - 0
Local Coverage – 3   Standard Maintenance/Security – 0

Curt Knight suggested those who participate in regional advisory councils (RAC), or that have peers or bosses who participate to take this information back to those RAC's and share our perspective on the categories above.

Chairman David Felix shared his thoughts and requested each commissioner identify the most important critical success factors toward gaining interoperability. The following perspectives were shared:

 1) Tenacity to see this project through
 2) Continued progress, participation and enthusiasm
 3) Meeting attendance
 4) Patience and perseverance
 5) Buy-in from all levels/agencies and associations
 6) Prioritize request for monies
 7) Communication and education of progress, benefits, and achievements
 8) Ability to interact in day-to-day operations
 9) Common-sense approach to get interoperability off the ground
10) Develop a statewide system that would be our blueprint
11) Interaction with one another
12) Operational procedures
13) Collective agreement on some definitions and acceptance of standards for interoperability
14) A tangible product or result
15) Show evolution from quick-win interoperability achievements
16) Showcase successes and quick-win examples
17) Inclusion and participation of tribal nations in our interoperability efforts
18) Vision agreement
19) Plan based on prioritizing high-value projects
20) Recruit political champions from political arena

Steve Buckley reviewed the 14 key milestones, timelines and responsible party information which came from the group interviews with the Commission. It was felt that tangible time-based milestones were needed as a gauge for accomplishing certain tasks. After some discussion on each, verbiage and timeframes were revised to better estimate the duration of each task.

In conclusion of the ConOps document review, Steve Buckley advised the Commission if anyone had any comments or feedback on the ConOps document to contact himself or Paul Denvir at Gartner or Curt Knight as soon as possible. Gartner will be updating the ConOps document from what they learned here today, collect additional after-action reports and quotable comments, finalize the draft of the ConOps which includes the table of contents, overall scope, current environment, business case for change, concepts for the proposed system, operational scenarios, summary of impacts and conceptual architecture. There's another step here which involves working with the PSCC Support Office in the next couple of weeks to iron out the milestones and start working through the document.

Danny Sharp asked the Commission if there was a motion for Gartner to work with the PSCC Support Office to work out milestones and timelines. Motion was made, seconded by Roberto Villasenor and unanimously carried.

Steve Buckley advised once ConOps document is finalized, commissioners need to be thinking of who they want to share this information with. Gartner will help facilitate this process to 3 different groups of our choosing.

(Due to a time factor, Gartner was unable to present their topics on 1) trends in public safety wireless and interoperable communications, and 2) case studies.)

Date, Time and Location of Next Meeting
July 26, 2005 at 1:00 p.m.
Arizona Peace Officer Standards & Training (AZPOST)
2643 East University, Phoenix, Arizona

Call to the Public
No comments were received from the public.

Recommendations for Future Meetings
Recommendations for future topics were made by Dan Wills and Hal Collett to have discussions on MACRO study and update on RCC Consultants report with emphasis on technology information. These topics would be timely in regards to development of our ConOps document. Curt Knight advised he would try to get both topics on the next agenda.

Adjournment
Dan Wills motioned to adjourn meeting. Motion was seconded and unanimously carried. Meeting adjourned at 4:56 pm.